

Current Employment Assessment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are conducting a current employment assessment as part of our ongoing commitment to employee development and performance management. Your contributions to [Company Name] are important to us, and we value your feedback.

Please take a moment to reflect on your experiences and answer the following questions:

- Describe your key responsibilities in your current role.
- What accomplishments are you most proud of during your time here?
- Identify any challenges you have faced and how you have addressed them.
- What are your goals for the coming year?
- Do you have any additional feedback or suggestions for improving our work environment?

Kindly submit your responses by [Insert Deadline]. Should you have any questions or need further clarification, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]